

**STATE RECORDS COMMITTEE**  
**Approval Signature Sheet**  
**Records Retention Schedule**  
**Application # 950331-01**  
Sheet 1 of 1

*Schedule Number: 95-0025*

*Effective Date: 05/11/95*

*Creating Agency:* Department of Transportation  
Division of Administration  
General Support Services

*Series Title:* Underground Storage Tank Petroleum Reports

*Dates Covered:* 1995 - [ongoing]

*Access:* Open

*Disposition Instructions:* Cut off files at the end of each fiscal year;  
Transfer to State Records Center;  
Hold 3 years;  
Then destroy.

**Note:** District Offices Copy - Maintain until no longer needed for reference.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.

  
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Edward Weldon  
Secretary of State Designee

22 May 1995  
Date